

WIRELESS DEVICE DAILY USE LOG W.2011.3

	Date	Employee Name	Employee #	Reason	Time Out	Time In
1					:	:
2						
3						
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3.05 Departmental Responsibilities

1. The department must maintain Form W.2011.4 "Wireless Device Daily Use Log" (the "log") for each wireless communication device that is issued directly to the department and not an individual. The log should include the following:
 - a. The name and employee number of the employee who was issued wireless communication device;
 - b. The reason why the wireless communication device was issued to the employee;
 - c. The time the wireless communication device was issued out; and
 - d. The time the wireless communication device was returned;
2. Ensures wireless communication devices are stored in a secure location while not in use; and
3. The department must periodically review the number and frequency of use of each wireless communication device to assess whether changes should be considered.